

LET REQUEST FORM

**MAYBOLE TOWN HALL**

|  |  |  |  |
| --- | --- | --- | --- |
| **DETAILS** | | | |
| Name of Group, Club or Organisation |  | | |
| Name of applicant |  | | |
| Address of applicant & Post code |  | | |
| Contact telephone nos. | Home: | Work: | Mobile: |
| Email address |  | | |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **DETAILS OF LET**  Please tick as appropriate | One off ☐ | Weekly ☐ | | Fortnightly ☐ | | | Monthly ☐ |
| Day of week |  | | | | | | |
| Start date of let |  | Finish date of let | | |  | | |
| **Accommodation** | | | **Access Time from\*** | | | **Access Time to\*** | |
| Main Hall - includes access to bar & kitchen area | | |  | | |  | |
| Chambers (1st Floor) | | |  | | |  | |
| Lesser Room (1st Floor) | | |  | | |  | |
| Dressing Rooms | | |  | | |  | |
| \*Please ensure you allow sufficient time for set up and clear up. | | | | | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Purpose of Let (to be completed on all let request forms)  e.g. Meeting, Live Performance, etc. |  | | | |
| Please detail event/meeting times  (This is likely to differ from the times above as set up and clear up times should be considered.) | Start Time: |  | Finish Time: |  |
| If this is a live performance, please provide Doors Open time | Doors Open: |  | | |
| If tickets are available, please advise of ticket platform/contact details to allow us to inform customers should they contact us. |  | | | |
| Performances - is the performance standing or seated? |  | | | |
| If music is being played, please provide detail, e.g. live band, DJ etc. |  | | | |
| Due to the nature of our buildings, there is no lift access to the balcony area in the Main Hall, please ensure this is taken into consideration when arranging your event. The lift allows access to the first floor (Lesser Hall and Chambers). | | | | |

**LICENSING REQUIREMENTS**

Please be aware that if your event will involve the consumption, sale or supply of alcohol or a market then a licence will be required and your let is not finalised until the required licence has been granted.

Note - an application for your Let does not guarantee that any required Licence will be granted as this is a separate process and administered by the Council’s Licensing team who can be contacted at [licensing@south-ayrshire.gov.uk](mailto:licensing@south-ayrshire.gov.uk). Please note there is a strict minimum time limit for applying for these types of Licence of 28 days prior to the event. Early application is encouraged.

|  |  |
| --- | --- |
| Do you intend to consume, sell or supply alcohol at your event?  (see note 1) | Yes / No  (please delete as appropriate) |
| Do you intend to operate a market at your event with more than one seller? (see note 2) | Yes / No  (please delete as appropriate) |
| Where alcohol is available, a Function with Alcohol Charge will be added - please discuss details. | |

* *Note 1 - if your event will involve the consumption, sale or supply of alcohol you will require an occasional licence, which must be applied for by either (1) a personal licence holder, (2) a premises licence holder or (3) a representative of any voluntary organisation*
* *Note 2 - a market operators licence is required for any market with more than one seller. Some markets do not require a market operators licence, such as for charitable, youth, community, political or religious purposes. Please contact* [*licensing@south-ayrshire.gov.uk*](mailto:licensing@south-ayrshire.gov.uk) *for further guidance if your event falls into any of these categories.*

**TEA & COFFEE REQUIREMENTS**

|  |  |
| --- | --- |
| Are teas & coffees required (charges apply): | Yes/No |
| Please insert the number of people to be catered for: |  |
| Do you require biscuits (additional charge)? | Yes/No |

|  |  |  |
| --- | --- | --- |
| **4. STAGE SET UP** | | |
| **Set up requirements on stage** – please state numbers required | | |
| Chairs – numbers required: | Tables – numbers required: | Lectern: Yes/No |

|  |  |  |
| --- | --- | --- |
| **5. TECHNICIAL REQUIREMENTS** | | |
| Standard White Lights in Main Hall: | Yes/No |
| Microphone: | Yes/No |

|  |  |  |  |
| --- | --- | --- | --- |
| **6. VENUE SET UP REQUIREMENTS (Excluding stage)** | | | |
| Tables required | Trestle – Number Required: | | |
| Chairs | Number: | | |
| Layout (please tick) | Theatre: | Cabaret: | Conference: |
| Classroom: | Other (please detail): | |

|  |
| --- |
| **RECYCLING** – if supplying a catering or bar service, or for other waste |
| I/we will do our own recycling and remove all waste and debris from the premises. Yes ☐ No ☐ |
| Do you wish South Ayrshire Council to supply recycling bins? Yes ☐  Please provide details of recycling requirements (additional charges may apply): |

|  |
| --- |
| **PAYMENT** |

|  |  |
| --- | --- |
| Are you able to pay online by card?  (Please delete as appropriate) | Yes/No |
| A 20% deposit will be payable online by card to confirm your let, this must be paid within 10 days of receiving your confirmation.  The balance of your let will be due 3 weeks prior to your event.  Please detail if you are unable to pay in advance, only in some circumstances discretion may be applied to allow for a let to be paid after the event. | (Please delete as appropriate)  Pay in advance  OR  Request to pay in Arrears |

|  |  |
| --- | --- |
| **DECLARATION**  I confirm I have read and understood the Terms & Conditions of Lets (Commercial Premises) available on our website. | |
| SIGNATURE |  |
| DATE |  |

|  |  |
| --- | --- |
| **FOR SAC INTERNAL BOOKINGS -** Please provide Cost Centre & Account codes for recharges. |  |

To find out what to expect when the Council collects your personal information please visit our website to see our privacy notice - <https://www.south-ayrshire.gov.uk/terms/policy/>

Here at South Ayrshire Council we take your privacy seriously and will only use your personal information to administer your account and to provide the products and services you have requested from us. However, from time to time we would like to contact you with details of other Lets and Sport & Leisure activities, offers and competitions that we provide. If you consent to us contacting you for this purpose please tick to say how you would like us to contact you:

|  |  |  |  |
| --- | --- | --- | --- |
| Post | Email | Tel | SMS |

If you do consent, please note you can withdraw your consent at any time by contacting [lets@south-ayrshire.gov.uk](mailto:lets@south-ayrshire.gov.uk). Please note that all processing of your personal data in relation to direct marketing will cease once you have withdrawn consent but this will not affect any personal data being processed out with this purpose. Our Sport & Leisure activities and facilities are marketed on social media and on our website and Council marketing. Photography and/or filming will take place. If you do not wish to be included in this then you must opt out at the time of filming. By signing the declaration below you are confirming that you are consenting to South Ayrshire Council contacting you for direct marketing purposes and that you have read and understood the above statement.

Alternatively, if you do not wish us to contact you for marketing purposes, please reply to this email stating: **I do not wish to be contacted**

**If you wish to no longer be contacted by us, please reply to this email stating ‘Unsubscribe’**